

# ELECTRONIC CASE FILING



## User's Manual

## How to File a New Civil Case

Southern District of California  
(October, 2010)

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## Civil Case Opening for Attorneys Users Manual

### Getting Started

Effective October 12, 2010, attorneys may electronically open civil cases using a master case and new credit card module, Pay.gov, in CM/ECF to pay the required fee. The Clerk's Office will review the master case for new electronic filings and open the civil and miscellaneous cases in CM/ECF. A notice including the judge assignment and permanent case number will be sent electronically. The following filings have a required fee which can be paid with Pay.gov:

- New civil complaints
- Notice of Removal complaints
- Petitions for Writ of Habeas Corpus
- Miscellaneous case filings
- Notice of appeal in civil and criminal cases

This manual provides instructions for attorneys on how to use the CM/ECF system to open cases in the U. S. District Court for the Southern District of California. This chapter will cover how to:

E-file a new complaint with a Civil Cover Sheet  
Electronically pay the filing fee utilizing the Pay.gov functionality.

### Help Desk

If you need assistance with this process please contact the Clerk's Office:

- Call the Clerk's Office (619-557-6361) between the hours of 8:30 A. M. and 4:30 P. M., Pacific Time, Monday through Friday.
- Sign up for hands on Case Opening classes for attorneys and support staff. On the court's web site click on the CM/ECF tab and click on the 'Register for CM/ECF Training Classes' blackboard.

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**Important Notes - Things you need before you begin to file a new civil case:**

<b>Complaint</b>	<b>Notice of Removal</b>	<b>Miscellaneous Case</b>
1. Complaint saved to PDF	1. Notice of Removal saved to PDF	1. Copies of all documents saved to PDF
2. Civil Case Cover Sheet saved to PDF and attached to Complaint	2. Civil Case Cover Sheet saved to PDF and attached to the Notice of Removal	2. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office
3. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office	3. Copies of documents filed in the state court, saved to PDF: a) Complaint b) Summons served in State Court c) Any Answers d) Any Pending Motions	3. Credit Card information for Pay.gov
4. Credit Card Information for Pay.gov	4. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office	
	5. Credit Card information for Pay.gov	

- ✓ Pursuant to the court's Electronic Case Filing Administrative Policies and Procedures, Section 2, f., registered attorneys must electronically sign the Complaint, or Notice of Removal, Miscellaneous cases and the Civil Cover Sheet with an s/attorney name.
- ✓ Follow the Electronic Case Filing Administrative Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2.e. for documents exceeding 20 pages.
- ✓ Individual PDF documents must not exceed ten (10) megabytes (MB). PDF documents larger than ten (10) megabytes must be submitted in multiple segments, not to exceed ten (10) megabytes.
- ✓ Once you start the payment portion of the transaction, **do not** utilize the BACK button on your browser.
- ✓ After the case has been opened the **Clerk's Office will issue the summons and provide you the judge assignment and case number information**. If you need these documents right away, please contact the Clerk's office.
- ✓ Do not attach a completed summons form.
- ✓ A Civil Cover Sheet is not required for Miscellaneous Cases.

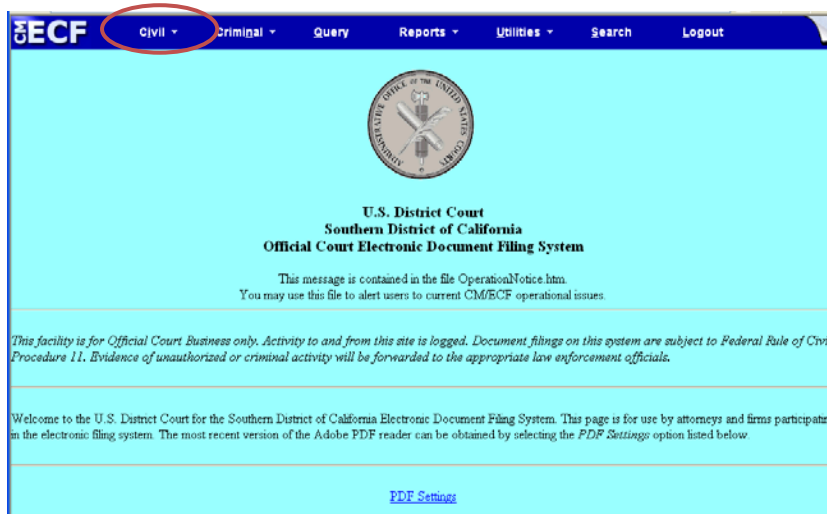
## Chapter 1

### To Begin Filing a New Civil Case

#### Please Note:

- All initial case filings in civil and miscellaneous actions must be submitted by electronically filing the initiating documents in a master case. The Clerk's Office will review the master case for new electronic filings and open the civil and miscellaneous cases. A Notice of Electronic Filing (NEF) including the judge assignment and permanent case number will be sent electronically.
- Sealed cases must still be submitted in paper.

To begin filing a new Civil Case, click on **Civil** on the Main ECF menu bar.



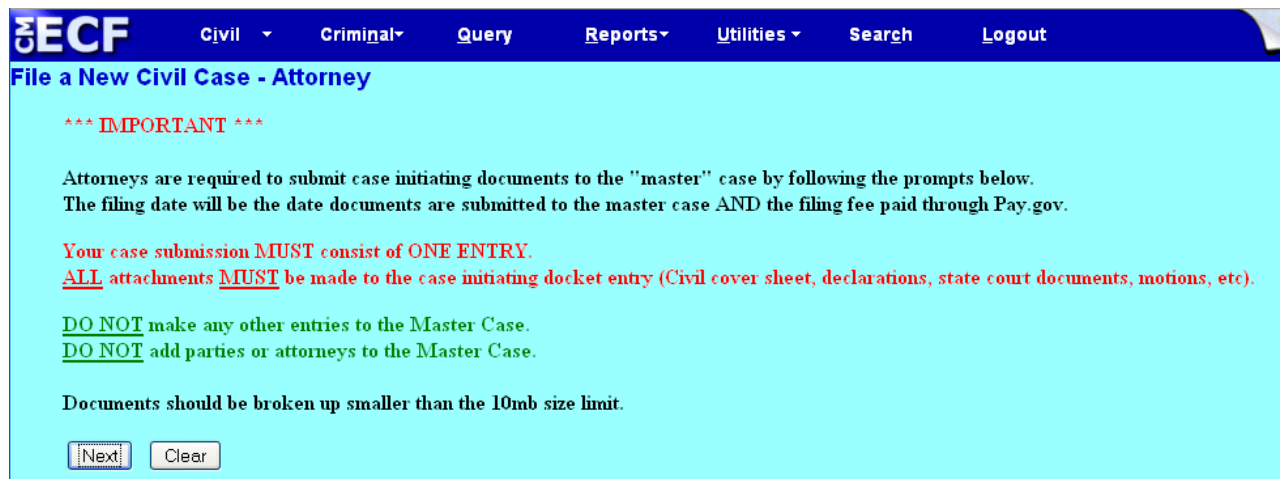
Select **File Civil Case - Attorney** from the Civil Events list.



## Chapter 1

### To Begin Filing a New Civil Case - continued

Please read this screen carefully then click **NEXT** to continue.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light blue header area with the title "File a New Civil Case - Attorney". The main content area is white and contains the following text:

**\*\*\* IMPORTANT \*\*\***

Attorneys are required to submit case initiating documents to the "master" case by following the prompts below. The filing date will be the date documents are submitted to the master case AND the filing fee paid through Pay.gov.

Your case submission **MUST** consist of **ONE ENTRY**.  
**ALL** attachments **MUST** be made to the case initiating docket entry (Civil cover sheet, declarations, state court documents, motions, etc).

DO NOT make any other entries to the Master Case.  
DO NOT add parties or attorneys to the Master Case.

Documents should be broken up smaller than the 10mb size limit.

At the bottom of the form are two buttons: "Next" and "Clear".

### Adding Parties

Enter the first name and last name of the first plaintiff and the first defendant. The Clerk's Office will add additional named parties to the case based on the complaint PDF. Then click **NEXT** to continue.



This screenshot shows the same ECF interface as the previous one, but with the case title updated to "3:10-cv-99999 Plaintiffs v. Defendants". The main content area now contains two input fields for party names:

Please enter First Plaintiff Name:

Please enter First Defendant Name:

At the bottom are the "Next" and "Clear" buttons.

## Chapter 1

### To Begin Filing a New Civil Case - continued

This screen provides the correct fee information for the three civil case opening events – Civil Case, Miscellaneous Case and Petition for Writ of Habeas Corpus. Click **NEXT** to continue.

The screenshot shows the EECF (Electronic Entry Case Filing) interface. At the top is a blue navigation bar with the EECF logo and links for Civil, Criminal, Query, Reports, and Utilities. The main content area has a light blue background and is titled "Fee Schedule" in red. Below the title, it instructs the user to select the correct event on the next page based on the following fee schedule:

- Civil Case - \$350 filing fee**
  - Complaint
  - Motion for Return of Seized Property
  - Motion for Withdrawal of Reference
  - Motion to Enforce IRS Summons
  - Motion to Enforce Out of District Subpoena
  - Motion to Quash IRS Summons
  - Motion to Quash Out of District Subpoena
  - Notice of Removal
  - Petition
- Miscellaneous Case - \$39 filing fee**
  - Registration of Judgment
  - Out of District Order Appointing Receiver
  - Other - Miscellaneous Case
- Petition for Writ of Habeas Corpus - \$5 filing fee**
  - Petition for Writ of Habeas Corpus

At the bottom of the screen are two buttons: "Next" and "Clear".

### Available Events

Click on your case opening event. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click **NEXT** to continue.

The screenshot shows the EECF "File a New Civil Case - Attorney" screen. It features a blue navigation bar with the EECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar is a search bar. The main content area has a light blue background and is titled "File a New Civil Case - Attorney". Below the title, there is a section for "Available Events (click to select an event)" with a dropdown menu showing "Civil Case", "Miscellaneous Case", and "Petition for Writ Of Habeas Corpus". To the right of this dropdown is a "Selected Event" box, which is circled in black and contains the text "Civil Case". At the bottom of the screen are two buttons: "Next" and "Clear".

## Chapter 1

### To Begin Filing a New Civil Case - continued

#### Adding Documents

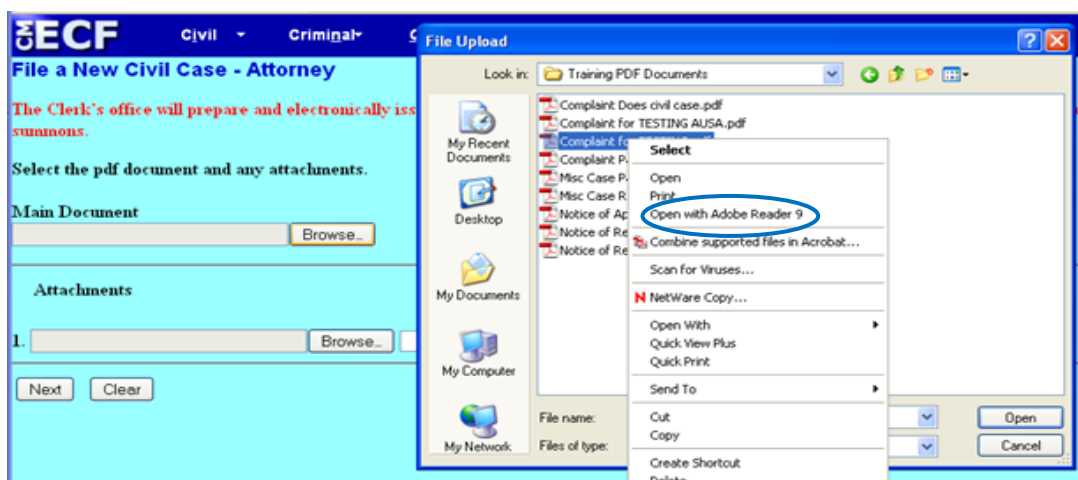
The next screen will allow you to Browse in your saved documents and navigate to the appropriate folder, click on the PDF document to select it, and Click the Open button to put the document's path and file name in the Main Document field.

**Remember:** You will need a copy of the JS-44 – Civil Cover Sheet attached to the Main Document, but you should not prepare and attach a Summons. The Clerk's Office will issue the summons after your e-filing has been reviewed.

Click on the **Browse** button. Navigate in your saved documents to the complaint saved on your computer.

The screenshot shows the ECF (Electronic Case Filing) web interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is 'File a New Civil Case - Attorney'. Below this is a red warning message: 'The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.' The instruction 'Select the pdf document and any attachments.' is followed by a 'Main Document' section with a text input field and a 'Browse...' button. Below this is an 'Attachments' table with columns for 'Attachments', 'Category', and 'Description'. The first row is labeled '1.' and has a 'Browse...' button, a dropdown menu, and a description field. At the bottom are 'Next' and 'Clear' buttons.

Highlight the correct file. It is always a good idea to view the contents of the selected document to verify this is the correct image. Highlight the document and **RIGHT** click with your mouse on the saved PDF document.

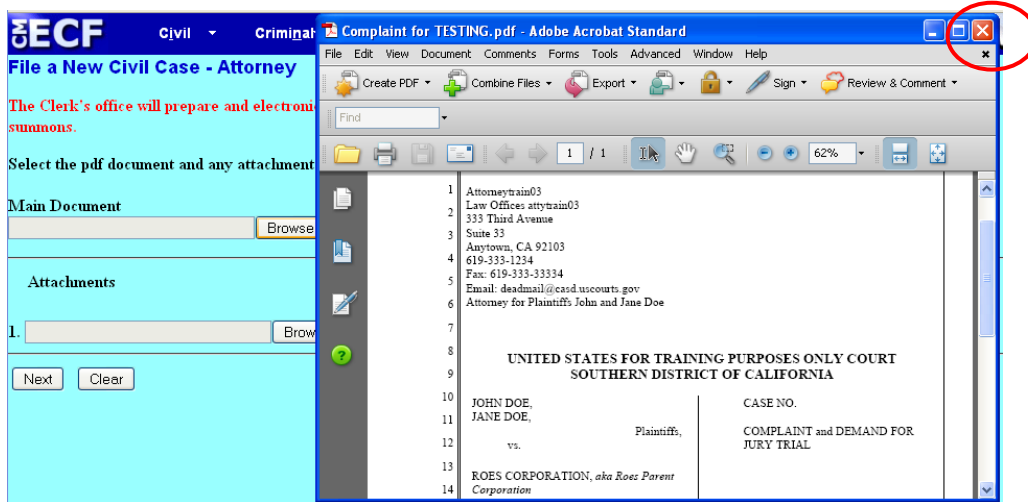




## Chapter 1

### To Begin Filing a New Civil Case - continued

The document is displayed. Verify that this is the correct document, the attorney has signed the document with the s/ signature and the Civil Cover sheet is attached as the last page of this document. If this is the correct document close the Adobe Reader window by clicking in the **X** in the upper right corner of the window.



To complete the document selection process, double click on the selected document or click the **Open** button. The Complaint is uploaded to CM/ECF in the Main Document field.

A screenshot of the ECF 'File a New Civil Case - Attorney' form. The form has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is light blue and contains the following text:

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments.

Main Document

T:\For Training\Training PDF Document

Attachments	Category	Description
1. <input data-bbox="289 1549 553 1575" type="text"/> <input data-bbox="574 1549 656 1575" type="button" value="Browse..."/>	<input data-bbox="667 1549 915 1575" type="text"/>	<input data-bbox="927 1549 1094 1575" type="text"/>

**REMEMBER:** Follow the Electronic Case Filing Administrative Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2.e. for documents exceeding 20 pages.

## Chapter 1

### To Begin Filing a New Civil Case - continued

#### Adding Attachments

Documents downloaded into CM/ECF must be less than 10MB in size. If the complaint exceeds 10MB break in into smaller segments and follow this same process to attach each segment. Click on the **Browse** button for Attachment #1. Locate the saved PDF file, verify the image by using the mouse to RIGHT click on the document and open with Adobe Reader. The document will be Attachment #1.

ECF Civil Criminal Query Reports Utilities Search Logout

**File a New Civil Case - Attorney**

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a summons.

Select the pdf document and any attachments.

Main Document  
T:\For Training\Training PDF Document Browse...

Attachments	Category	Description
1. T:\For Training\Training PDF Document Browse...		
2. Browse...		

Remove

Next Clear

CM/ECF requires that attachments be named. Use either the Category or Description field or both to name documents. The category drop down list is primarily used for motion filings. Use the Description field to enter the name of the attached document, in this case, **Complaint, Part 2**. Then click **NEXT**.

ECF Civil Criminal Query Reports Utilities Search Logout

**File a New Civil Case - Attorney**

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments.

Main Document  
T:\For Training\Training PDF Document Browse...

Attachments	Category	Description
1. T:\For Training\Training PDF Document Browse...		Complaint Part 2
2. Browse...		

Remove

Next Clear

## Chapter 1

### To Begin Filing a New Civil Case - continued

If this is a Removal Case from Superior Court add the documents filed in Superior Court as attachments. For example, Answers, Orders and other pleadings would be filed as attachments to the Main Document.

**ECF** Civil Criminal Query Reports Utilities Search Logout

### File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments.

**Main Document**  
T:\For Training\Training PDF Documents\ Browse...

Attachments	Category	Description
1. T:\For Training\UCJ Training Case Opening Browse...		State Court Complaint Remove
2. T:\For Training\UCJ Training Case Opening Browse...		State Court Answer Remove
3. Browse...		

Next Clear

If there is a Motion to Proceed In Forma Pauperis, or Motion for TRO/Preliminary Injunction attach those documents on this screen. Remember to **E-Mail the proposed order to chambers** after the Clerk's Office notifies you of the case number and judge assignment.

**ECF** Civil Criminal Query Reports Utilities Search Logout

### File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments.

**Main Document**  
T:\For Training\Training PDF Documents\ Browse...

Attachments	Category	Description
1. T:\For Training\UCJ Training Case Opening Browse...		Motion for IFP Remove
2. T:\For Training\UCJ Training Case Opening Browse...		Motion for Preliminary Inju Remove
3. Browse...		

Next Clear

Click **NEXT** to continue.

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## Chapter 1

### To Begin Filing a New Civil Case – continued

Please read the following screens carefully, and notice that the defaults are set to 'No', or 'NONE'. Select the correct radio button then click **NEXT** to continue.



**ECF** Civil Criminal Query

**File a New Civil Case - Attorney**

Are you requesting a Temporary Restraining Order?

☐ Yes

☒ No

Next Clear

### Paying Filing Fees

The next process is the payment of filing fees. Review the radio buttons regarding special circumstances for paying filing fees. The default is 'NONE of the above.' If any of the other special circumstances are appropriate, change the radio button and continue by clicking **NEXT**. For this example, we are going to pay the filing fee.



**ECF** Civil Criminal Query Reports

**File a New Civil Case - Attorney**

If any of the following special circumstances apply please select it below.

Otherwise select **NONE of the above.**

All cases will be reviewed for compliance with filing fees.

☐ I am a US Attorney

☐ I am filing with an an Application to Proceed Without Prepayment of Fees

☒ NONE of the above

Next Clear

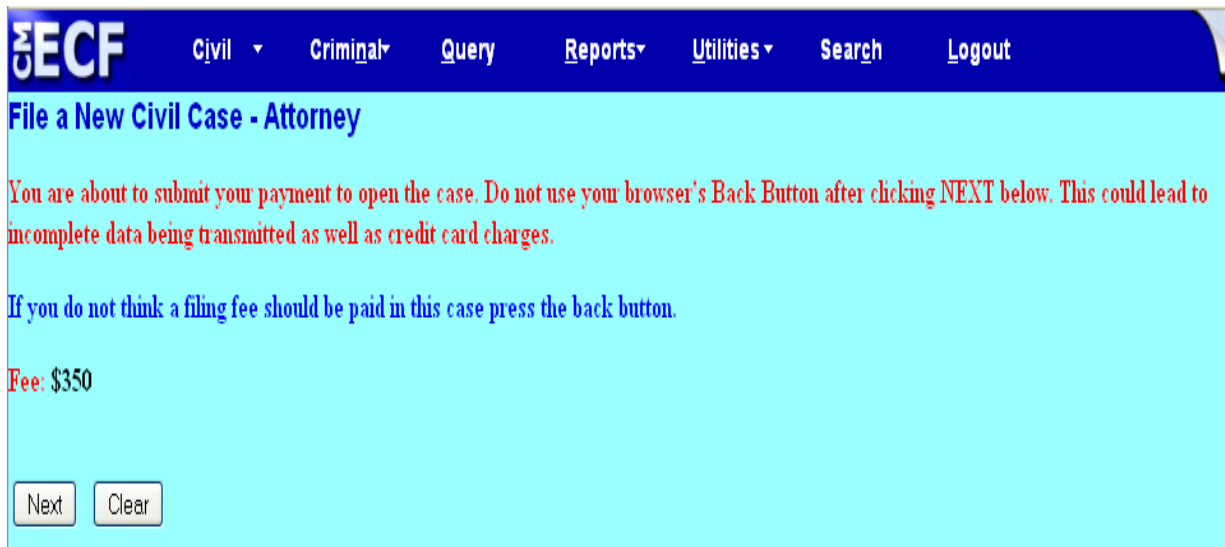
CM/ECF will display the user message warning. Proceeding to the next screen will initiate Pay.gov. You must use your credit card to pay the filing fee for the complaint, however, **DO NOT USE** the browser's back button after this screen. Incomplete data will be transmitted, and your credit card will be charged the filing fee.

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## Chapter 1

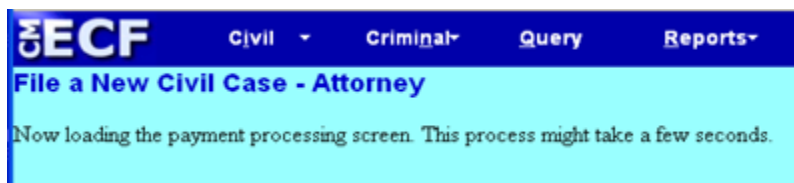
### To Begin Filing a New Civil Case – continued

This screen displays the amount of the filing fee. Click **NEXT** to continue.



The screenshot shows the CM/ECF web interface. The top navigation bar is dark blue with the CM/ECF logo on the left and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area has a light blue background. The title 'File a New Civil Case - Attorney' is in bold blue text. Below the title, there is a red warning message: 'You are about to submit your payment to open the case. Do not use your browser's Back Button after clicking NEXT below. This could lead to incomplete data being transmitted as well as credit card charges.' This is followed by a blue instruction: 'If you do not think a filing fee should be paid in this case press the back button.' The fee is displayed in red text as 'Fee: \$350'. At the bottom, there are two buttons: 'Next' and 'Clear'.

CM/ECF displays the following screen. The next screen will start the payment process.



The screenshot shows the same CM/ECF web interface. The top navigation bar and title are identical. The main content area has a light blue background. Below the title, there is a message: 'Now loading the payment processing screen. This process might take a few seconds.'

## Chapter 1

### To Begin Filing a New Civil Case – continued

#### Pay.gov

You are now on the first of two secure Pay.gov website screens. The items marked with **red asterisks** are required fields. The name on the credit card and the billing address do not need to be that of the attorney filing the case.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: attytrain02 \*

Payment Amount: \$350.00

Billing Address: 222 Second Street \*

Billing Address 2: \*

City: \*

State / Province: \*

Zip / Postal Code: 92101

Country: United States \*

Card Type: VISA MasterCard AMEX DISCOVER

Card Number: \* (Card number value should not contain spaces or dashes)

Security Code: \* [Help finding your security code](#)

Expiration Date: \* / \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Complete the Account Name and Billing Address information

Account Holder Name: atty1 \*

Payment Amount: \$350.00

Billing Address: \*

Billing Address 2: \*

City: \*

State: \*

Zip: 83724

Country: United States \*

And complete the credit card information.

Card Type: VISA MasterCard AMEX DISCOVER \*

Card Number: \* (Card number value should not contain spaces or dashes)

Security Code: \* [Help finding your security code](#)

Expiration Date: \* / \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Remember: Please avoid navigating away from this site using your browser's **Back Button** – this may lead to incomplete data being transmitted. Additionally your card might be charged the filing fee amount and the case is still not opened.

## Chapter 1

### To Begin Filing a New Civil Case – continued

When all the required fields are completed, click on the **Continue with Plastic Card Payment** button.

The next step of the process is to authorize the electronic payment. Review the Account Information at the top of the screen. If any of this information is incorrect, click the Edit this Information link to return to the previous screen.

<b>Online Payment</b>		<a href="#">Return to your originating application</a>
<b>Step 2: Authorize Payment</b>		
Payment Summary		<a href="#">Edit this information</a>
<b>Address Information</b>	<b>Account Information</b>	<b>Payment Information</b>
<b>Account Holder Name:</b> attytrain02 222 Second <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: <b>State / Province:</b> <b>Zip / Postal Code:</b> 92101 <b>Country:</b> USA	<b>Card Type:</b> Master Card <b>Card Number:</b> *****1118	<b>Payment Amount:</b> \$350.00 <b>Transaction Date:</b> 08/11/2010 16:59 <b>and Time:</b> EDT

**DO NOT use the browser's back button.**

Complete the e-mail address to receive an e-mailed receipt. This e-mail address does not need to be that of the attorney filing the complaint.

You may also insert additional e-mail addresses in the CC section.

<b>Email Confirmation Receipt</b>		
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.		
<b>Email Address:</b>		
<b>Confirm Email Address:</b>		
<b>CC:</b>		<i>Separate multiple email addresses with a comma</i>

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## Chapter 1

### To Begin Filing a New Civil Case – continued

You must check the box to authorize the electronic payment.

To complete the transaction click the **Submit Payment** button.

**Authorization and Disclosure**

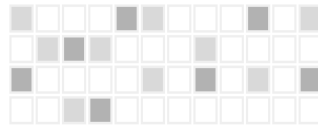
**Required fields are indicated with a red asterisk \***

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Wait while your electronic payment is being recorded. The following message will be displayed: "Your request is being processed. Please wait."

**Your request is being processed. Please wait.**



If the information on this screen does not match, or if you entered an invalid credit/debit card number, you will get this error message.

**Your request could not be completed:**

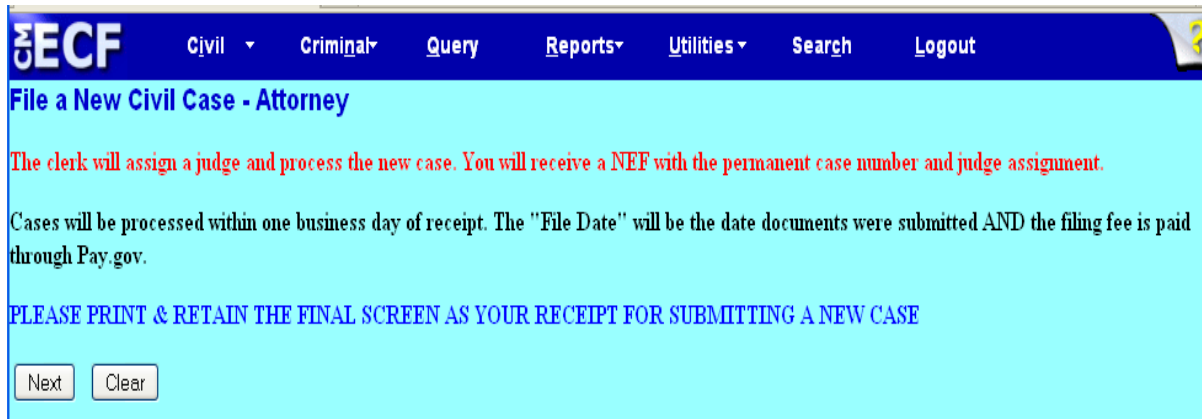
- To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.
- The email address entered does not match the confirmation.



## Chapter 1

### To Begin Filing a New Civil Case – continued

Please read the following screen for important information. Click **NEXT** to continue.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a New Civil Case - Attorney". The main content area has a light blue background. It contains the following text: "The clerk will assign a judge and process the new case. You will receive a NEF with the permanent case number and judge assignment." followed by "Cases will be processed within one business day of receipt. The 'File Date' will be the date documents were submitted AND the filing fee is paid through Pay.gov." Below this is a blue instruction: "PLEASE PRINT & RETAIN THE FINAL SCREEN AS YOUR RECEIPT FOR SUBMITTING A NEW CASE". At the bottom left are two buttons: "Next" and "Clear".

### Final Docket Text

The Final Text of the complaint is displayed. The automatic text will reflect the amount and payment of the filing fee as the credit card transaction receipt number, assigned by Pay.gov. If for some reason you need to cancel this filing, you will need to contact the Clerk's Office.

This is the final screen before committing the transaction to CM/ECF.

You also see the Source Documents included in this filing. Click **NEXT** to complete the filing of the case.



This screenshot shows the same ECF interface as the previous one, but with additional information. Below the blue instruction, there is a grey box titled "Docket Text: Final Text" containing a yellow box with the following text: "New Civil Case documents submitted. ( Filing fee received: \$ 350 receipt number 0974-2195239.) Plaintiff: John Doe, Defendant: Roes Corporation.. (Attachments: # (1) Complaint Part 2)(attytrain02, )". Below this, there is a red "Attention!!" warning: "Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." followed by the "Source Document Path (for confirmation only):" section listing "Complaint for TESTING.pdf pages: 1" and "Complaint Part 2.pdf pages: 1". At the bottom left are the "Next" and "Clear" buttons.

## Chapter 1

### To Begin Filing a New Civil Case – continued

#### Notice of Electronic Filing

The Notice of Electronic Filing, also known as the “NEF”, is displayed. The NEF serves as notification that the event has been accepted by the court’s database. **Because this case was entered into the Master Case you will not receive a NEF by e-mail. Print and/or save this NEF as your receipt of filing a new civil case.**

The screenshot displays the ECF system interface. At the top is a navigation bar with links: ECF, Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a header for "File a New Civil Case - Attorney". The main content area is titled "U.S. District Court Southern District of California" and "Notice of Electronic Filing". It contains the following information:

The following transaction was entered by attytrain02, on 9/7/2010 at 1:38 PM PDT and filed on 9/7/2010

Case Name: Plaintiffs v. Defendants

Case Number: [3:10-cv-99999](#)

Filer:

Document Number: [2](#)

Docket Text:

**New Civil Case documents submitted. ( Filing fee received: \$ 350 receipt number 0974-2195239.) Plaintiff: John Doe, Defendant: Roes Corporation.. (Attachments: # (1) Complaint Part 2)(attytrain02, )**

No public notice (electronic or otherwise) sent because the entry is private

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp\_ID=1106146653 [Date=9/7/2010] [FileNumber=3814936-0]  
[7cc7c6ae4d1b8a6845120e25c965c96d174aa6fb53a93167175e6e265be7212a485  
ac240606a462052b7d8812780b576ca132d48ee02aedfc8fe3585f24a1e2]]

Document description: Complaint Part 2

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp\_ID=1106146653 [Date=9/7/2010] [FileNumber=3814936-1]

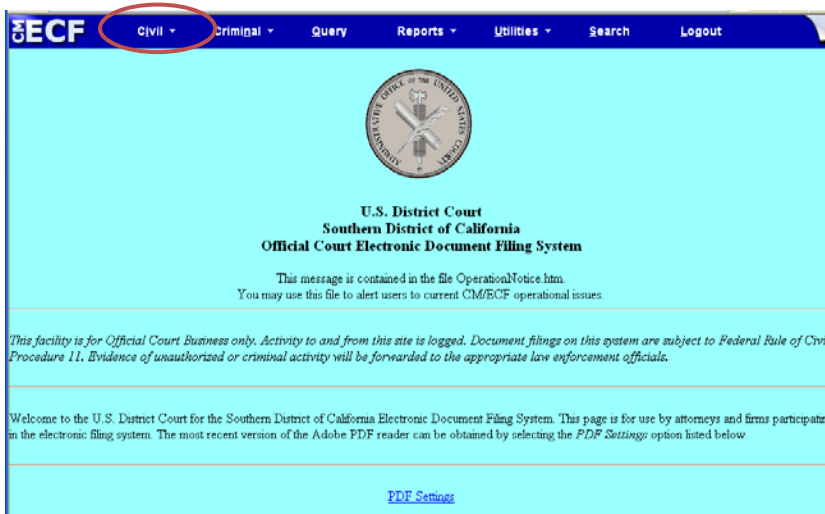
If for some reason you need to cancel this filing, or an error has been made relative to parties or attached documents, or you have an issue regarding the payment, you will need to contact the court at 619-557-6361.

The Clerk’s Office will review your filing and send a Notice which will include the case number and the name of the randomly assigned district judge and magistrate judge, and any pertinent information relative to the electronic filing. A summons will be issued by the court and electronically sent to the plaintiff’s attorney.

## CHAPTER 2

### Miscellaneous Cases

To begin filing a new Miscellaneous Case, click on **Civil** on the Main ECF menu bar.



Select **File Civil Case - Attorney** from the Civil Events list.



## CHAPTER 2

### Miscellaneous Cases - Continued

Please read this screen carefully then click **NEXT** to continue.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light blue header area with the title "File a New Civil Case - Attorney". The main content area is white and contains the following text:

**\*\*\* IMPORTANT \*\*\***

Attorneys are required to submit case initiating documents to the "master" case by following the prompts below.  
The filing date will be the date documents are submitted to the master case AND the filing fee paid through Pay.gov.

Your case submission **MUST** consist of **ONE ENTRY**.  
**ALL** attachments **MUST** be made to the case initiating docket entry (Civil cover sheet, declarations, state court documents, motions, etc).

DO NOT make any other entries to the Master Case.  
DO NOT add parties or attorneys to the Master Case.

Documents should be broken up smaller than the 10mb size limit.

At the bottom of the content area are two buttons: "Next" and "Clear".

Enter the first name and last name of the first plaintiff and the first defendant. The Clerk's Office will add additional named parties to the case based on the complaint PDF. Then click **NEXT** to continue.

This screenshot shows the same ECF interface as the previous one, but with additional information. The title "File a New Civil Case - Attorney" is followed by the case number and title: "3:10-cv-99999 Plaintiffs v. Defendants". Below this, there are two input fields for names:

Please enter First Plaintiff Name:

Please enter First Defendant Name:

At the bottom are the "Next" and "Clear" buttons.

## CHAPTER 2

### Miscellaneous Cases – Continued

This screen provides the correct fee information for the three civil case opening events – Civil Case, Miscellaneous Case and Petition for Writ of Habeas Corpus. Click **NEXT** to continue.

The screenshot shows the ECF Fee Schedule screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. The main content area has a light blue background. It starts with the title "Fee Schedule" in red. Below it, a message says "Please select the correct event on the next page based on the following fee schedule:". There are three sections: "Civil Case - \$350 filing fee" with a list of events (Complaint, Motion for Return of Seized Property, Motion for Withdrawal of Reference, Motion to Enforce IRS Summons, Motion to Enforce Out of District Subpoena, Motion to Quash IRS Summons, Motion to Quash Out of District Subpoena, Notice of Removal, and Petition); "Miscellaneous Case - \$39 filing fee" with a list of events (Registration of Judgment, Out of District Order Appointing Receiver, and Other - Miscellaneous Case); and "Petition for Writ of Habeas Corpus - \$5 filing fee" with the event "Petition for Writ of Habeas Corpus". At the bottom are "Next" and "Clear" buttons.

Examples of Miscellaneous Cases: Registration of Judgment, Out of District Order Appointing Receiver, and Other – Miscellaneous Case. Click on the **Miscellaneous Case** event.

NOTE: the event Miscellaneous Case must appear in the **Selected Event** box for you to proceed. Click **NEXT** to continue.

The screenshot shows the ECF "File a New Civil Case - Attorney" screen. It has the same blue navigation bar as the previous screen. Below the bar is a search box. The main content area is light blue. It features two sections: "Available Events (click to select an event)" with a list box containing "Civil Case", "Miscellaneous Case" (which is highlighted), and "Petition for Writ Of Habeas Corpus"; and "Selected Event" with a text box containing "Miscellaneous Case". At the bottom are "Next" and "Clear" buttons.

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## CHAPTER 2

### Miscellaneous Cases – Continued

Follow the steps in Chapter 1 for attaching documents and payment of the filing fee with Pay.gov and click NEXT.

Miscellaneous cases which are Out of District Orders Appointing a Receiver will generally be filed by the United States Attorney's Office.

A Civil Cover Sheet is not required for Miscellaneous Cases.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar is a light blue header area with the text "File a New Civil Case - Attorney". The main content area has a light blue background. It features a grey box with the text "Docket Text: Final Text" and a yellow box with the text "New Miscellaneous Case documents submitted ( Filing fee received: \$ 39 receipt number 0974-2196454.)(attytrain04, )". Below these boxes is a red and blue warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath the warning is the text "Source Document Path (for confirmation only):" followed by the path "T:\For Training\Training PDF Documents\Misc Case Registration of Jgm\_.pdf" and "pages: 1". At the bottom of the form are two buttons: "Next" and "Clear".

ECF Civil Criminal Query Reports Utilities Search

File a New Civil Case - Attorney

Docket Text: Final Text

New Miscellaneous Case documents submitted ( Filing fee received: \$ 39 receipt number 0974-2196454.)(attytrain04, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
T:\For Training\Training PDF Documents\Misc Case Registration of Jgm\_.pdf pages: 1


Next Clear

---

## Chapter 3

### Filing Cases with a Request for a Temporary Restraining Order (TRO) or a Preliminary Injunction

If the nature of the filing is such that the need for a judge's immediate attention is anticipated or desired, alert the Clerk's Office during business hours. Electronically file the complaint or petition in the Master Case and add the motion for TRO or Preliminary Injunction as attachments to the Master Case. The clerk's office will review the filing and assign a district judge and magistrate judge to the case. The attorney should then **e-mail the proposed order to chambers.**



ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

If you are filing a motion for TRO or injunctive relief with this complaint you must alert the Clerk's Office during business hours at 619-557-6361.

Next Clear

**REMEMBER:** Follow the Electronic Case Filing Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2 e for filing documents exceeding 20 pages.

## Chapter 4

### Notice of Appeal

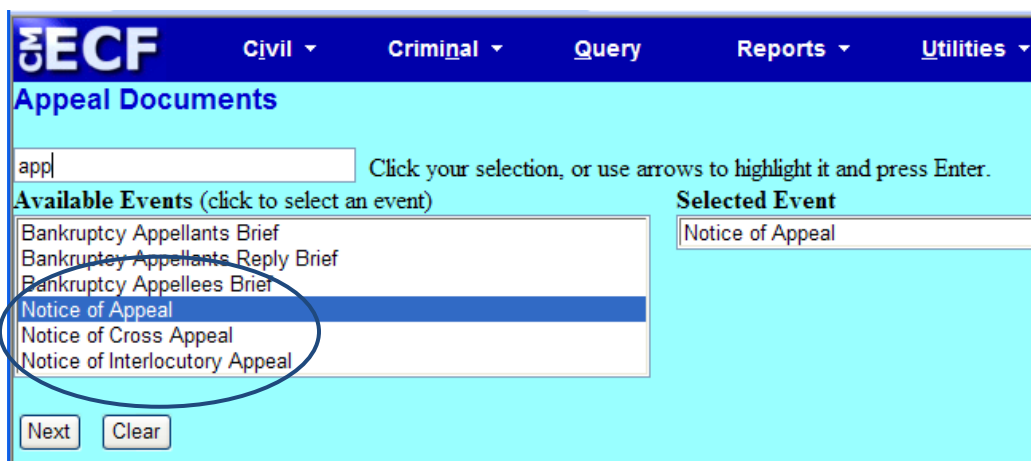
Appeal events are filed in the same manner for civil and criminal cases. A civil case will be used for this example. To begin filing a new Notice of Appeal select the Appeal Document event under the category Other Filings. **Do not Use Notices to file a Notice of Appeal.** Notices do not allow you to pay the filing fee and would be considered a significant filing error.



From the drop down menu select the appropriate event. Notice that there are three different initiating civil appeal types:

1. Notice of Appeal
2. Notice of Cross Appeal and
3. Notice of Interlocutory Appeal.

Select the appropriate appeal event and click **NEXT** to continue.





## Chapter 4 - continued

### Notice of Appeal

Enter the case number assigned to the case and Click Find This Case. The case number should indicate this is a closed case (unless this is an Interlocutory Appeal). Click **NEXT** to continue.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there are tabs for 'Civil' and 'Criminal'. Below the tabs, the title 'Appeal Documents' is displayed. A form field labeled 'Civil Case Number' contains the text '3:10-cv-3807' and '(closed 08/12/2010)'. Below the form field are two buttons: 'Next' and 'Clear'.

Follow the steps in Chapter 1 to add the appeal document PDF and select the parties filing the appeal.

Select the Order being appealed by clicking on the box "Should the document you are filing link to another document in this case?" Then click **NEXT** to continue.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there are tabs for 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below the tabs, the title 'Appeal Documents' is displayed. The case number '3:10-cv-03807-BEN -JMA Doe v. Roes et al' is shown, followed by 'CASE CLOSED on 08/12/2010' and 'CLOSED, REOPEN'. A section titled 'Select order being appealed' contains a checkbox labeled 'Should the document you are filing link to another document in this case?' which is checked. Below this checkbox are two rows of text: 'Filed' and 'Documents', each followed by a text input field and the word 'to' followed by another text input field. At the bottom are two buttons: 'Next' and 'Clear'.

The system will display all orders filed in the case. Select the appropriate event to which your Appeal relates. If you are unable to link to the order being appealed, please contact the Clerk's Office at 619-557-6368 for assistance. Click **NEXT** to continue.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there are tabs for 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below the tabs, the title 'Appeal Documents' is displayed. The case number '3:10-cv-03807-BEN -JMA Doe v. Roes et al' is shown, followed by 'CASE CLOSED on 08/12/2010' and 'APPEAL, REOPEN'. A section titled 'Select the appropriate event(s) to which your event relates:' contains a list of orders. The first order is '07/20/2010 5 ORDER granting 2 Motion to Dismiss. Signed by Judge Roger T. Benitez on 7/20/10. (jrl) (Entered: 08/12/2010)'. The second order is '08/12/2010 10 ORDER granting 7 Motion to Dismiss. Signed by Judge Roger T. Benitez on 8/9/10. (jrl)'. The second order is selected with a checked checkbox. At the bottom are two buttons: 'Next' and 'Clear'.

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## Chapter 4 - continued

### Notice of Appeal

Follow the steps in Chapter 1 for payment of the filing fee with Pay.gov. If the fee is required and is not paid at the time the Notice of Appeal is filed the Court of Appeals will notify you when the fee must be paid. <sup>1\*</sup>

**ECF** Civil Criminal Query Reports

**Appeal Documents**  
3:10-cv-03807-BEN -JMA Doe v. Roes et al CASE CLOSED on 08/12/2010  
APPEAL, CLOSED, REOPEN

If any of the following special circumstances apply please select it below.  
Otherwise select **NONE** of the above.

All cases will be reviewed for compliance with filing fees.

☐ I am filing this appeal on behalf of the USA  
☐ I am requesting in forma pauperis status for this appeal  
☒ I have in forma pauperis status for this appeal  
☐ I am a Court appointed attorney  
☐ NONE of the above

Next Clear

If the filing attorney is a CJA Attorney, a Federal Defender, or Assistant U. S. Attorney, a filing fee is not required.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Appeal Documents**  
3:10-cv-03807-BEN -JMA Doe v. Roes et al CASE CLOSED on 08/12/2010  
APPEAL, CLOSED, REOPEN

Docket Text: Final Text  
NOTICE OF APPEAL as to [10] Order on Motion to Dismiss by John Roes., IFP Filed (attytrain02, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
09cr3807 Notice of Appeal.pdf pages: 1

Next Clear

Please note that as of 12/1/2009 the Ninth Circuit no longer requires the filing of a Civil Appeals Docketing Statement. (Please see Ninth Circuit Rule 3-4). The Representation Statement may be attached to the Notice of Appeal filed in the district court. (Please see Ninth Circuit Rule 3-2).

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<sup>1</sup> If the appellant has been granted *in forma pauperis* status in the district court and that status has not been revoked, select "I have *In Forma Pauperis* status for this appeal." It is not necessary to file an additional motion to proceed *in forma pauperis* on appeal.

## Chapter 5

### Summons in a Civil Case

The filing attorney should not create and attach a Summons when filing a civil case in the Master Case. After the case has been filed the Clerk's Office will review the case for accuracy and send a notification of assignment of judges. The Clerk's Office will then create a summons and electronically issue the summons.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Complaints and Other Initiating Documents**

3:10-cv-00148-RBB Doe v. Roe

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments

Main Document

Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

Counsel receiving the electronic summons should download the summons and the instruction page, make a copy for each defendant and serve in accordance with Fed.R. Civ.P 4 and LR 4.1.

To download the summons, remove the check in the box from the Document option: 'Include headers when displaying PDF documents.' This will allow you to print the summons without the header displaying the case number, document number, date filed and pages.

**ECF** Civil Criminal Query Reports Utilities

**Docket Sheet**

Case Number

3:10-cv-03807-BEN -JMA Doe v. Roes et al

☒ Filed  to

☐ Entered  to

Documents  to

**Include:**

- ☒ Parties and counsel
- ☒ Terminated parties
- ☐ List of member cases
- ☐ Links to Notices of Electronic Filing

**Document options:**

- ☒ Include headers when displaying PDF documents
- ☐ View multiple documents

**Format:**

- ☒ HTML (unpaginated)
- ☐ PDF (paginated)

Sort by: Oldest date first

Run Report Clear ☐ Make these options my default. Schedule this to run

## Chapter 6

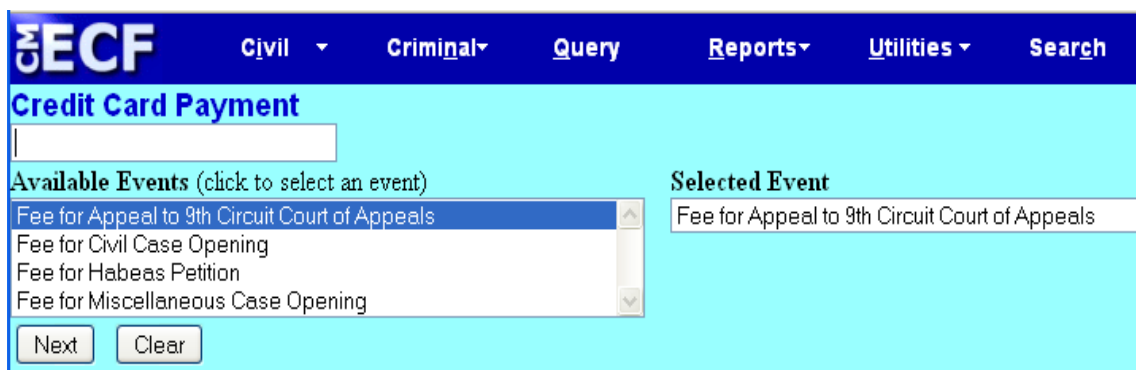
### Credit Card Payment

Filing Fees are normally paid during the opening of the Civil Case, the Miscellaneous Case, the Petition for Writ of Habeas Corpus, or the Appeal to the 9<sup>th</sup> Circuit Court of Appeals. However, if the case was opened with a motion to proceed in forma pauperis and that motion was denied the payment may be made using this method.

Click on the Credit Card Payments hyperlink.



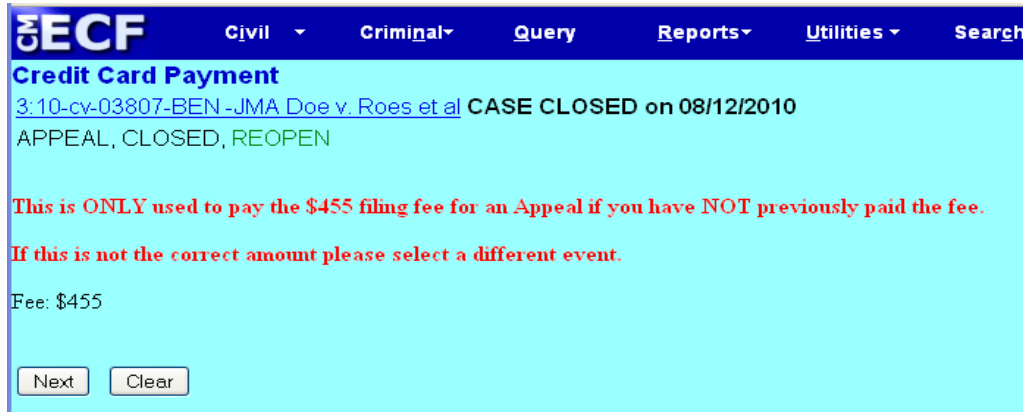
Select the correct fee category and click **NEXT** to continue.



## Chapter 6

### Credit Card Payment - continued

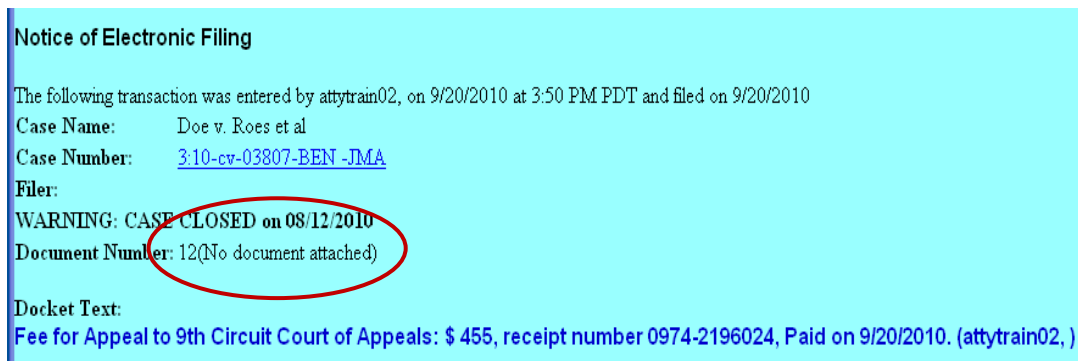
This screen displays the filing fee cost. Click **NEXT** to continue.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Search. Below this is a section titled "Credit Card Payment". It displays the case number "3:10-cv-03807-BEN -JMA Doe v. Roes et al" and the status "CASE CLOSED on 08/12/2010". Below the case information, it says "APPEAL, CLOSED, REOPEN". A red warning message states: "This is ONLY used to pay the \$455 filing fee for an Appeal if you have NOT previously paid the fee. If this is not the correct amount please select a different event." Below the warning, it shows "Fee: \$455". At the bottom are two buttons: "Next" and "Clear".

Follow the steps in Chapter 1 for Pay.gov credit card payments. The final screen in the filing will be the Notice of Electronic Filing (NEF). **Print the NEF** – this is your receipt.

- **NOTE** there is no Document Attached.



The screenshot shows the "Notice of Electronic Filing" screen. It contains the following information: "The following transaction was entered by attytrain02, on 9/20/2010 at 3:50 PM PDT and filed on 9/20/2010". Below this are the case details: "Case Name: Doe v. Roes et al", "Case Number: 3:10-cv-03807-BEN -JMA", and "Filer:". A red circle highlights the text "WARNING: CASE CLOSED on 08/12/2010". Below the warning is "Document Number: 12(No document attached)". At the bottom, it says "Docket Text: Fee for Appeal to 9th Circuit Court of Appeals: \$ 455, receipt number 0974-2196024, Paid on 9/20/2010. (attytrain02, )".